

If you're the owner

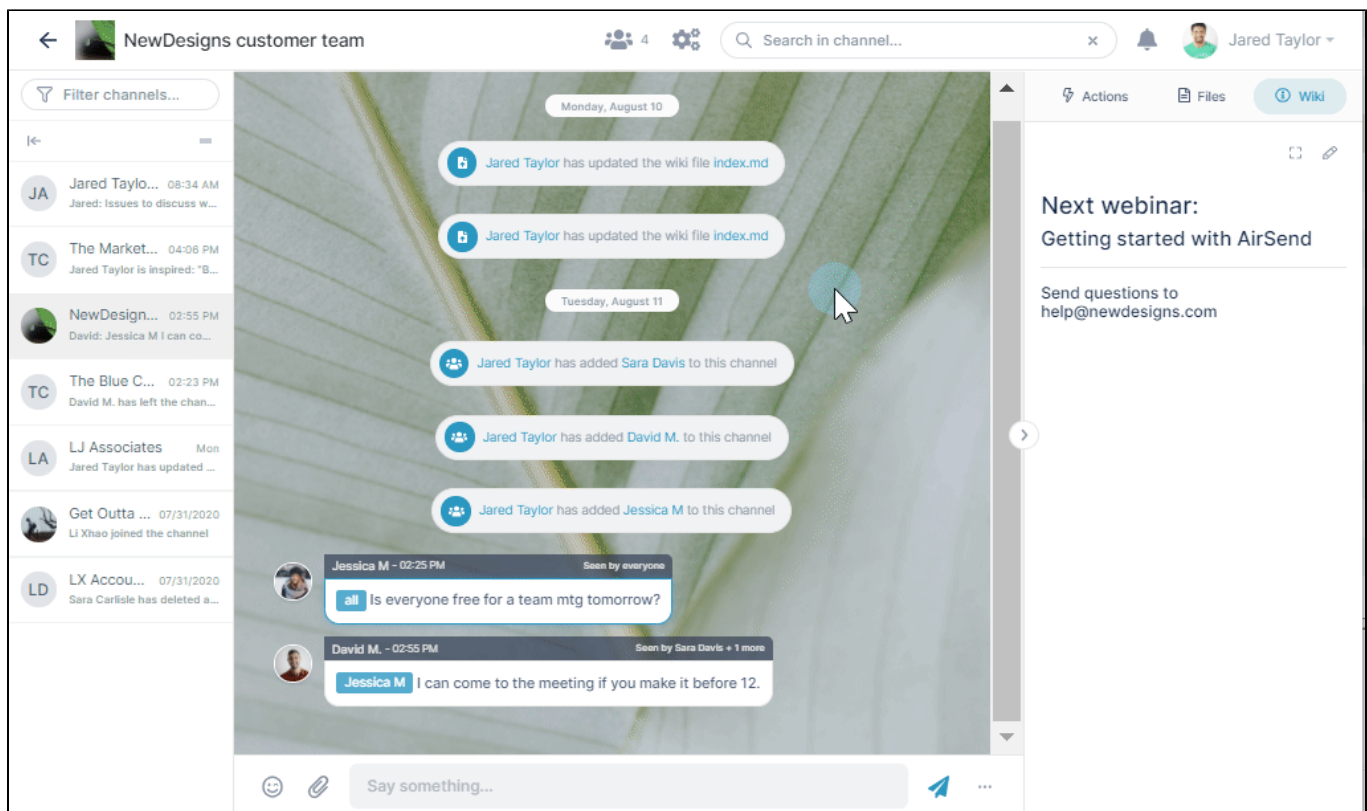
If you've created a channel, you're the owner, and initially, you'll take care of adding members and setting up its look and feel. But as you manage your channel, there are maintenance tasks you may want to do, such as promoting and deleting members, closing the channel, or exporting its contents. If for any reason you want to delete the channel, you can do that too.

Promote Members

You can promote members to give them more privileges in a channel.

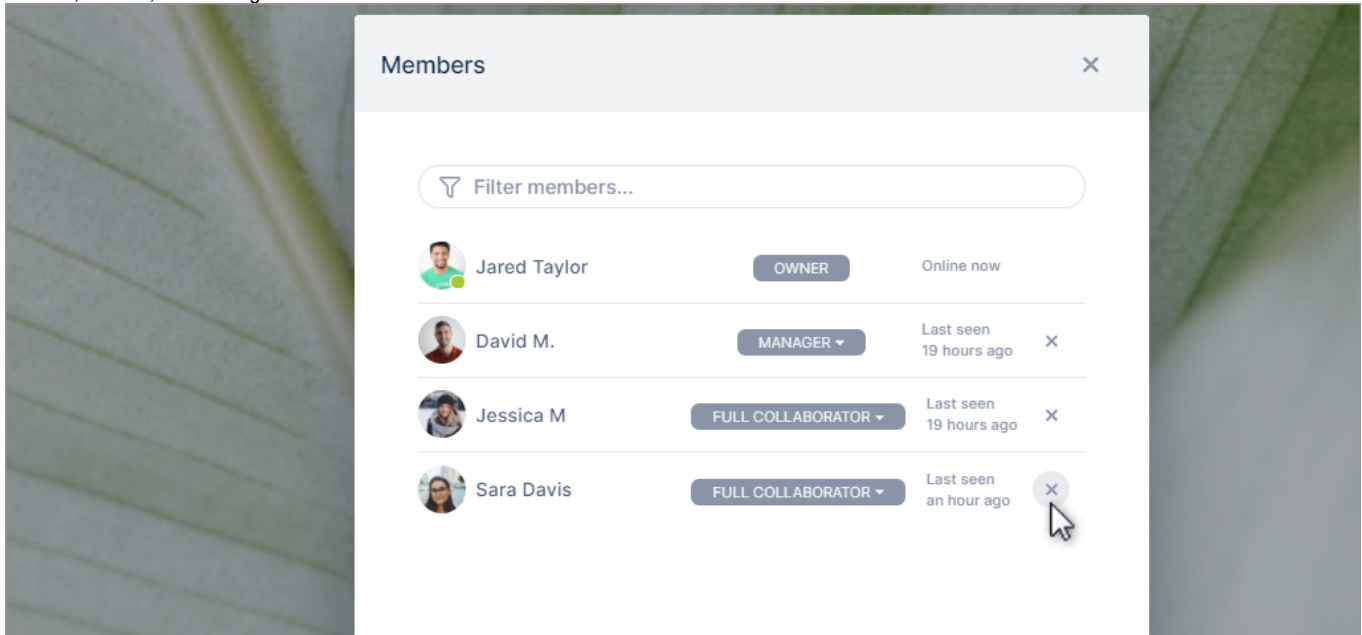
By default, when you add members to channels, they are [full collaborators](#). Full collaborators cannot add and remove members from the channel; to give a user that privilege and others, promote them to [manager](#) or [admin](#).

To promote a member, click the members icon and change the member's type in the drop-down list:



Remove members

Owners, admins, and managers can also remove members from a channel.

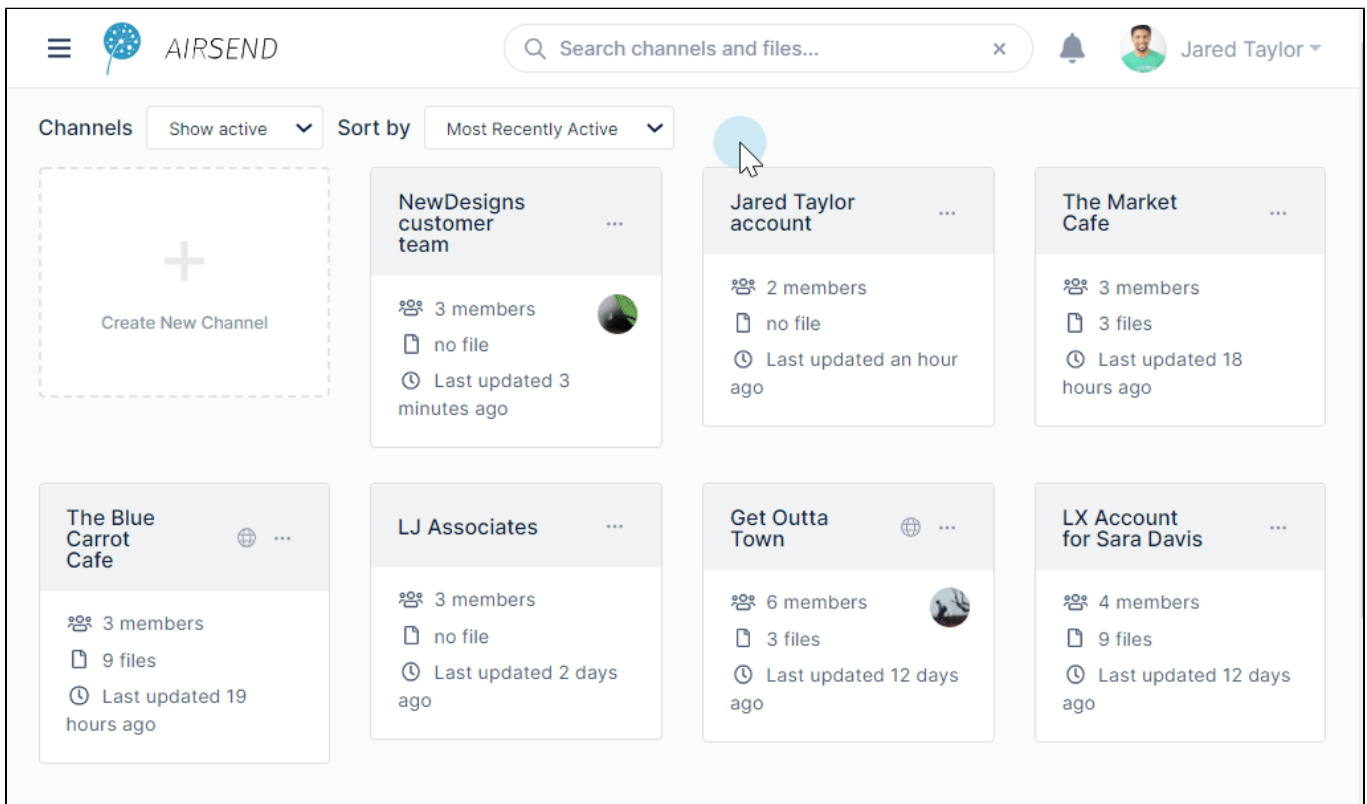


Customize the channel

If you're the owner, manager, or admin in a channel, you can customize it by adding your own logo and background. For help customizing a channel, see [Style and Customization](#).

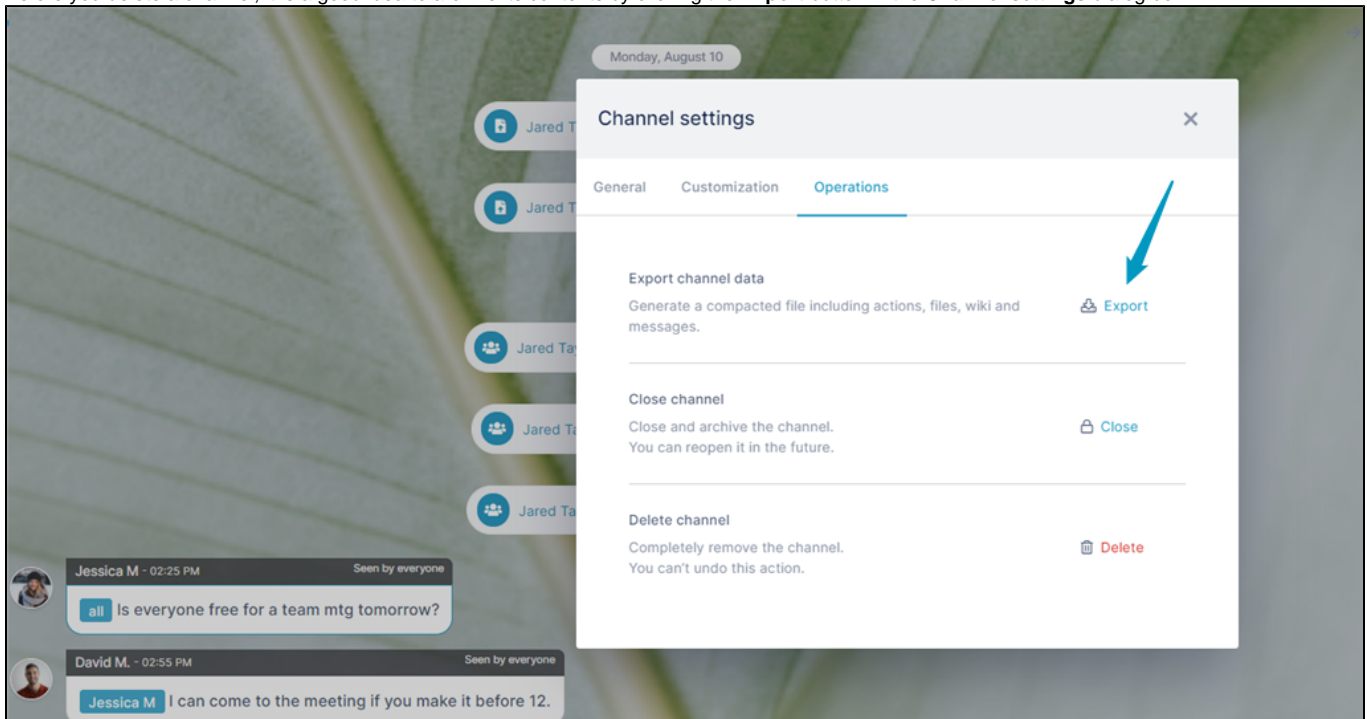
Close the channel

If you're the owner of a channel, you have the ability to close it. Closing a channel suspends it; it is still present and you can reactivate it, but it only appears when **Channels** is set to **Show closed** or **Show all**.



Export channel data

Before you delete a channel, it is a good idea to archive its contents by clicking the **Export** button in the **Channel settings** dialog box.



The channel's contents are downloaded as a zip file that contains files storing messages, tasks, files, and wiki contents.

Delete the channel

The only member of a channel who can delete it is the owner. Deleting a channel permanently removes it from the system, and it cannot be reactivated.

The screenshot shows the AIRSEND interface. At the top, there's a header with the AIRSEND logo, a search bar labeled "Search channels and files...", and a user profile for Jared Taylor. Below the header, there's a "Channels" section with a "Show all" dropdown and a "Sort by" dropdown set to "Most Recently Active". A "Create New Channel" button is visible on the left. A list of channels is displayed, each with a header, a menu icon, and details about members, files, and last update time. A context menu is open for the "NewDesigns customer team" channel, showing options: "Mute channel", "Activate channel", "Duplicate channel", "Settings", and "Delete channel". The "Delete channel" option is highlighted by a mouse cursor. The URL bar at the bottom shows "https://live.airsend.io/#".

Channel Name	Members	Files	Last Updated
NewDesigns customer team	3 members	no file	Last updated minutes ago
Jared Taylor account	2 members	no file	Last updated 2 hours ago
The Market Cafe	3 members	3 files	Last updated 18 hours ago
The Blue Carrot Cafe	3 members	9 files	Last updated 20 hours ago
LJ Associates	3 members	no file	Last updated 2 days ago
Get Outta Town	6 members	3 files	Last updated 12 days ago
LX Account for Sara Davis	4 members	9 files	Last updated 12 days ago

Next: Public channels

Also see

[Member Types](#)